



Assistant Company Manager Job Description

Job: Assistant Company Manager

Responsible to: Company Manager and General Manager

Salary: In line with industry standard

Probationary Period: 12 weeks

Contract: Initially fixed term for 1 year with the intention of becoming open-ended, subject to review. Performances are 6 days per week, evening and weekend work will be required. Working schedule to be discussed. Performance schedule Tuesday - Saturday evening performances (at 7.30pm) and 2.30pm matinees on Wednesday, Saturday and Sunday. Please note this contract is subject to WLPL's right to give two weeks' notice to close the Production.

Start date: ASAP

Location: Apollo Victoria Theatre, London

Personal attributes: High level of self-awareness, empathy, integrity and confidentiality, detail orientated, excellent communication and organisational skills, ability to work as part of a team as well as individually, a flexible approach to working unsociable hours, a positive attitude and a sense of humour. This role may suit someone with previous experience of working as an Assistant Company Manager or in stage management, or with previous experience of working on a large-scale musical or equivalent.

To apply: please send a CV and a short covering letter (no more than one page) outlining your suitability for the role to joinus@playfuluk.com with the role you are applying for, your name and where you saw the advert in the subject line by **10am on Monday 29th January 2024**.

To assist with the shortlisting process, please save your CV as a pdf, with the file name "First name' 'last name' – CV".

Interviews: will be held for shortlisted candidates soon after the application deadline.

Responsibilities as the Assistant Company Manager for the Production will include all the services usually required of the Assistant Company Manager for a first class production of the scale of the Production, carried out to the highest professional standard.

Responsibilities may include but will not be limited to:

- being the first point of contact for all company members for any concerns or absences in conjunction with the Company Manager, scheduling yourselves dynamically to enable a consistent level of access to the Company Office;
- managing company welfare and assisting with HR issues where appropriate, in conjunction with the Company Manager and General Manager;
- supporting the Company Manager with daily management of all company members employed by WLPL, including the scheduling and recording of hours and preparing the weekly payroll accordingly;
- managing company holiday and ensuring an adequate level of show cover at all time;

- maintaining the Production as instructed and dictated by the artistic requirements and direction of the Production, and assisting the Company Manager with overseeing all technical departments and resident theatre staff in doing the same;
- working with the Company Manager, General Manager and Stage Manager to ensure the effective use of allocated staff and resources in running the show;
- liaising with the Executive Producer and General Manager, resident creative team members, technical heads of department, stage management, the acting company and theatre staff to ensure the efficient flow of information as necessary for the smooth running of the show;
- compiling and distributing show paperwork including but not limited to weekly and advance schedules, nightly figures, accident and incident reports, HSE reports and show paperwork relevant to the show bible;
- assisting with the management of petty cash for all departments;
- placing of any orders for goods and equipment related to Covid prevention and management, including test kits and PPE supplies, in a timely manner;
- tracking and responding to Covid cases within the company, in addition to sharing and enforcing Covid protocols as these continue to develop, in accordance with the Production's Covid policy, if any;
- assisting with the management and logistics of marketing and publicity events and appearances;
- supporting the Company Manager with scheduling rehearsals in conjunction with the creative team and stage management;
- overseeing the smooth running of the rehearsal room, technical rehearsals on stage and understudy rehearsals, ensuring that everything is prepared on a daily basis for these and for performances;
- attending all rehearsals, show calls, get-ins, fit-ups and get-outs as required, including emergency calls in the event of equipment failure or other incident, particularly if there is a risk of the cancellation of a performance;
- acquiring a familiarity with all plots/tracks within your department so that you are able to provide holiday or absence cover for other members of your department as required;
- communicating any understudy and swing performances to all departments ahead of the show to enable any necessary adjustments to be made;
- working in accordance with WLPL's Health and Safety policy, using appropriate safety equipment and clothing, and ensuring company members do the same;
- maintaining good relationships with hirers and suppliers;

and any other duties as may be reasonably required in the course of your duties or as instructed by WLPL from time to time.

We are committed to a workplace culture that embraces diversity and inclusion across all departments.

Please note all applicants must have the right to work in the UK

Successful candidates will need to adhere to the company's following guidelines should an offer of employment be made:

In order to reduce risk and keep you and all other employees as safe as possible, you acknowledge that you will be required to adhere at all times to the company's COVID-19 protocols. These may include mandatory, supervised COVID-19 testing, quarantining when asked to do so and the requirement to wear a facemask. We also strongly recommend that employees are fully vaccinated against COVID-19. The company's protocols will incorporate the local COVID-19 protocols of the rehearsal room, theatre and any other premises in which you are required to work. You acknowledge that this is a dynamic situation and protocols may change. WLPL will use reasonable endeavours to support you and keep you acquainted with all applicable health and safety protocols. Lack of compliance may result in disciplinary action.

The lead producers are Marc Platt, David Stone, and Universal Stage Productions. In the UK, Michael McCabe is Executive Producer and Playful Productions are the General Managers.